

PROGRAM DIRECTOR /ASSISTANT PARKS & RECREATION DIRECTOR

Definition

Administrative, professional and management work related to the development, implementation and continuance of municipal social, cultural, and recreational programs and the improvement and maintenance of parks and recreational facilities; all other work as required.

Supervision

Works under the general direction of the Parks & Recreation Director, in accordance with local bylaws and regulations and the policy direction of the Parks & Recreation Commission.

Performs responsible duties of an administrative and professional nature requiring the exercise of professional judgment and considerable initiative in the development, promotion, planning and execution of community recreation, health and fitness programs and management of the properties and facilities of the Parks & Recreation Department. Refers and confers on unusual and/or high level discretionary decision-making cases to Parks & Recreation Director.

Supervisory Responsibilities

Supervises approximately 60 part-time and seasonal employees, program and special instructors and volunteers as required and assigned.

Work Environment

Some work is performed under typical office conditions; other work is performed under varying conditions in various recreation and fitness facilities. May spend a portion of the workday outdoors, in variable weather conditions and has exposure to chemicals relative to pool operations. The workload is subject to seasonal fluctuations. Regularly works outside of normal business hours at night and on weekends to respond to recreational, fitness and health program needs of the community and adjusts schedule accordingly.

The employee operates an automobile, office equipment (computer, calculator, telephone, fax machine), recreational and fitness equipment, including pool test kits and pool vacuum and emergency medical equipment.

The employee has constant contact with the general public, requiring perceptiveness, tact and discretion; also has routine contact with other Town Departments and employees. Contact is by telephone, email, in writing and in person.

The employee has access to department-related confidential information including personnel records, collective bargaining strategies, fee waiver applications, CORI documents, incident reports and bid documents.

Errors could result in delay or loss of service, personal injury or injury to others, damage to property, adverse public relations, and could have legal and/or financial implications.

*Dedham, Massachusetts
Assistant Parks & Recreation Director*

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.

Plans, promotes, organizes, coordinates and administers diverse and multiple recreation, fitness and health programs for adults, seniors and youths, of the community, including physical activities, special interest classes and events. Responsible for planning and coordinating programs for the disabled.

Assists in all aspects of the development, selection, implementation, supervision, coordination and management of social, cultural, recreation, fitness and health opportunities, including planning, scheduling, facilities assignments, registration, fee collection, and evaluation of programs, classes, activities, and special events.

Supervises staff and contractors involved in the implementation of programs, providing or referring for training, providing work schedules, on-site and general supervision, assistance and direction.

Assists the Parks & Recreation Director in the recruitment, selection, background, reference and CORI checks of staff, and all other department human resources functions including hiring, supervision, payroll & personnel procedures, and input for evaluations, disciplinary and corrective actions.

Assists in the preparation of brochures, calendars, letters, posters, news releases, flyers and related communications and public relations activities. Solicits public input relative to current and future department offerings.

Assists in the preparation for, the scheduling and oversight of tournaments, parades and competitions throughout the year. Provides assistance in all aspects of the department fund-raisers.

Coordinates offerings, programs and facilities use with community officials, agencies and organizations, including Dedham Youth Baseball, Pop Warner, Youth Soccer, Youth Lacrosse, Youth Softball, Men's & Women's Soccer, Legion Baseball and the School Department Athletic Director and Public Works Department.

Assists Parks & Recreation Director in the development of budgets, both operational and capital, the calculation of program fees, the proper preparation and processing of receipts, forms and reports and the short and long-term planning for the community's active and passive recreation offerings and the care and security of the department's properties and facilities.

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Provides assistance in the administration and management of properties and facilities under the authority of the Parks & Recreation Commission.

Responds to inquiries from public, external agencies and officials and other town departments relative to program offerings and department issues. Performs liaison functions for Parks & Recreation Commission.

Researches, develops, compiles, implements and participates in Parks & Recreation Department projects and reports as directed.

Attend monthly Park and Recreation meetings providing verbal updates to the commissioners on any issues deemed to be relevant from the month prior.

Maintains up to date knowledge in field of community recreation, fitness and health and parks administration; assists Parks & Recreation Director in upgrading Town's recreation, fitness and health, programs, parks management and operations bringing forward options for potential improvements in content and methods of operations.

Maintains updated data on departmental programs including but not limited to participation information, success ratings, problems and program reports.

Performs duties of Parks & Recreation Director in his/her absence assuming the duties and responsibilities of the position.

Assists in all other functions of the Parks & Recreation Department. Performs other similar or related duties, as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Physical Education, Recreation or a related field; three years of compensated experience in the planning and supervision of group recreational activities; or an equivalent combination of education and experience eg. Associates Degree in relevant field (including Park Management) with five years of compensated experience or ten years of compensated parks/recreation experience). Municipal experience in recreation and parks functions preferred.

Additional Requirements

CORI qualified at hire and every three years thereafter.

Valid Massachusetts license and ability to operate an automobile in Massachusetts.

Licensed as a Certified Pool Operator (CPO) within 6 months of hire.

Water Safety Instructor (WSI), Lifeguard Training (LGT), American Red Cross Standard First Aid, American Red Cross CPR certifications preferred. Certificate

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from National Recreation and Park Association and Certificate from Massachusetts Recreation and Park Association desirable.

Knowledge, Ability, and Skill

Thorough knowledge of theory and philosophy of recreational programming and understanding of the varied and numerous needs of and opportunities for provision of service for the diverse demographics of the community. General knowledge of principles and management of parks maintenance. Knowledge of emergency first aid and procedures. General knowledge of appropriation accounting and the Massachusetts Municipal Finance Law.

Ability to efficiently, effectively and diplomatically interact with government agencies and officials, other town departments and employees and the general public and to supervise and evaluate the work of employees and contractors. Ability to be creative and responsive to the communities needs for active and passive recreation and to interpret and enforce regulations firmly, tactfully, and impartially. Ability to maintain complete and accurate records and prepare reports. Competence in computer applications.

Excellent customer service, public relations and oral and written communications skills. Skill in the management of personnel and resources to achieve desired objectives and to effectively coordinate and integrate public and private sector efforts. Skill in instructing swimming and water safety.

Physical Requirements

Light physical effort is required to perform office duties. Moderate effort is required in the field. The employee is frequently required to use hands to operate equipment and to reach with hands and arms; the employee is frequently required to sit, speak and hear, and may occasionally lift and/or move objects weighing up to 30 pounds. Vision requirements include close vision, distance vision, and color vision, the ability to adjust focus, the ability to read routine and complex documents and use a computer. Ability to operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.